

A training cohort start date change request should be completed if changes are to be made to a significant percentage of participants in a training cohort as a result of a substantial interruption due to unforeseen circumstances. Providers should complete this request if the interruption will create a significant delay in a participants ability to complete the assessment series within twelve months from the start of training.

Enrollment changes or updates for individual participants (maternity leave, severe illness, etc.) will be made in August during the enrollment verification period. More details about this process can be found in the [Data Collection and Verification Process](#).

To request a training cohort start date change complete the steps below.

- 1.) Complete a [new enrollment spreadsheet](#) to include **only the following information for each participant** affected by the change of start date:
 - a.) First/Last Name
 - b.) Email Address
 - c.) Training Pathway
- 2.) Provide the original start date, the new start date, a brief explanation of the rationale for the request, and the signature of the program’s director on this cover page.
- 3.) Email the cover letter and completed spreadsheet to believeandprepare@la.gov.
- 4.) If approved, the LDOE will confirm the request. Providers should then communicate an updated training schedule to participants, believeandprepare@la.gov, and sanya.kennedy@bloomboard.com.

If you have any questions about this process please contact believeandprepare@la.gov.

Original Start Date:	New Start Date:
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Rationale for Request

Name

Title

Signature

Date